

Reference: #25-02 - Investigator

**Office of Executive Inspector General
Chicago Division
Position Description: INVESTIGATOR**

Posting Date: November 15, 2024

Posting Close Date: December 2, 2024

**Starting Salary Range: \$5,833.50 to \$7,500 Monthly
(\$70,002 - \$90,000/yr)**

The Office of Executive Inspector General (OEIG) is an independent executive branch State agency which functions to ensure accountability in State government and the four regional transit boards. The OEIG's primary role is to investigate allegations of misconduct and to make reports of its findings to affected public agencies and officials. The OEIG is devoted to the highest standards of quality and professionalism and is committed to safeguarding governmental operations, which directly impacts those we serve.

Come work for the OEIG, an organization that has:

- **a mission-driven focus whose work provides significant impact;**
- **a culture that supports diversity, equity, inclusion, and accessibility;**
- **a hybrid work schedule; and**
- **paid time off in the form of personal days, sick time, vacation days, and paid holidays.**

Learn more at <https://oeig.illinois.gov/>.

POSITION SUMMARY: Under direct supervision of the Supervising Investigator, serves as Investigator. The incumbent is responsible for conducting investigations in compliance with applicable laws, rules, and policies. Takes primary responsibility for an assigned caseload, including gathering, preserving, and analyzing evidence; obtaining information via interviews and other methods; and preparing investigative reports. This position involves working on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

DUTIES & RESPONSIBILITIES:

1. Develops detailed investigative plans designed to result in the completion of thorough investigations that address allegations in an efficient and timely manner.
2. Research and/or review agency policies and other applicable rules or statutes, as well as social media and other publicly available information, in order to learn relevant information and incorporate it into investigative work.
3. Collects, analyzes, and interprets information, documentation, and physical evidence in order to make informed determinations about the direction and outcome of investigations. Uses Excel or other appropriate tools to thoroughly evaluate and understand the evidence and its significance to an investigation.
4. Interviews subjects, witnesses, and other parties to gather, verify, and/or corroborate evidence. Fully prepares for those interviews beforehand, including organizing relevant exhibits to show in the interviews and scheduling the interviews.
5. Documents interview statements, observations, and requests for and receipt of evidentiary materials in written reports. Ensures these reports are well-written, accurate, concise, thorough, and timely.

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6. Maintains records of all information and materials pertinent to investigations, in an organized manner and in accordance with agency processes. Identifies, labels, and stores evidence gathered during the investigative process.
7. Collaborates with Office of Executive Inspector General (OEIG) legal staff, supervisors, and other investigative staff on an ongoing basis to reassess investigative plans and strategies in order to ensure comprehensive investigations with sound results.
8. Communicates with other government agencies and law enforcement entities in the course of investigations, or to provide information for and/or testify in administrative and court proceedings, as necessary.
9. Conducts stationary and mobile surveillance.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

ABILITIES & SKILLS – To be successful in this position, an Investigator should have the following:

- ability to exercise independent judgment, consider facts objectively, and make sound decisions;
- strong organizational and time management skills;
- ability to effectively communicate with coworkers, interviewees, and representatives of other agencies in a professional manner;
- aptitude in identifying issues that need to be explored and investigated;
- flexibility and interest in working both independently and collaboratively in a team environment, including considering and incorporating opinions and feedback of others;
- high personal ethical standards and the ability to work appropriately with sensitive and confidential materials;
- a willingness to travel, including overnight; and
- familiarity with computers, photocopiers, telecommunication equipment, and videoconferencing applications.

REPORTS TO: Supervising Investigator

SUBORDINATE POSITIONS: None

MINIMUM QUALIFICATIONS:

- a bachelor's degree; or an associate degree and two years of professional investigative experience; or four years of progressively challenging professional investigative experience; and
- professional or academic experience utilizing and implementing investigative techniques, practices, and concepts.

PREFERRED QUALIFICATIONS:

- bachelor's degree in criminal justice, law enforcement, accounting, auditing, or public or business administration;
- two years or more of professional investigative experience working for an inspector general office, investigative entity, law enforcement or a related field;
- experience leading complex interviews or depositions;
- experience providing job-related testimony in administrative hearings or criminal trials;
- experience conducting extensive document review and analysis;
- proficiency writing and editing detailed reports that are accurate, concise, and free from spelling and grammatical errors; and

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- knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the provisions of the State of Illinois Personnel Code.

LOCATION: The position is in our Chicago office at 69 West Washington.

HOW TO APPLY: (The OEIG is a non-code state agency)

Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the “Apply to the OEIG” link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer. If you require reasonable accommodation in completing this application, interviewing, or completing any pre-employment testing, please direct your inquiries to Human Resources at (312) 814-1789, or OIG.InspectorGeneral@illinois.gov.

Hiring decisions are not based on or affected by political factors, including political sponsorship, affiliation, or support.